

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EXECUTIVE OFFICE ASSISTANT

JOB DESCRIPTION

Employees in this job perform office support and related assignments for the Executive Office under the direction of the Governor.

There is one classification in this job.

Position Code Title – Executive Office Assistant

Executive Office Assistant 8

This is the advanced level. The employee provides services such as mail distribution, filing, communications, word processing, and office coordination. The work is performed under close to general supervision depending on the assignment and may be reviewed in progress.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Types forms, records, correspondence, reports from rough draft or corrected copy, recorded voice dictation, shorthand notes, or specific verbal or written instructions.

Proofreads and edits prepared materials for grammar, spelling, punctuation, and format.

Compiles data for reports in response to specific requests or instructions.

May take and/or transcribe dictation or take minutes or recordings of meetings.

Schedules and arranges meetings and conferences for the professional(s) or management staff and notifies interested parties.

Composes routine letters, memoranda, and reports using knowledge of work area instructions and guidelines for appropriate signature.

Files and retrieves records, reports, or correspondence by numerical, alphabetical, or subjective arrangements.

Inputs, retrieves, updates, and deletes information from computer files via computer terminal.

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Disseminates information and materials over the counter or by telephone to the public regarding state government and/or departmental services.

Receives visitors and answers telephone, screens and/or directs visitors, callers, or messages to appropriate persons or offices.

Operates telephone switchboard to route incoming and interoffice calls to proper persons or make connections with outside lines.

Opens, date stamps, and sorts mail for delivery.

Picks up and delivers mail within the work unit or office.

Maintains confidentiality of documents and information received.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of general office practices, procedures, machines, and equipment.

Knowledge of the operation and capabilities of keyboard equipment such as word processors, microcomputers, and video display terminals, etc.

Knowledge of correct English usage, spelling, and punctuation.

Knowledge of the format, organization, and composition of business letters, reports, and memorandum.

Knowledge of general record keeping and filing systems.

Ability to type and/or take dictation as needed.

Ability to proofread for correct spelling, punctuation, and grammar.

Ability to compose routine correspondence and compile reports.

Ability to alphabetize, numerically rank, file, sort, and batch documents.

Ability to understand and follow instructions.

Ability to interpret instructions and guidelines in order to make decisions.

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Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.

Ability to communicate effectively.

Ability to work under stressful conditions.

Working Conditions

There may be stressful conditions such as workloads and/or deadlines inherent in positions in this class.

All positions are established on a limited-term basis.

Physical Requirements

None.

Education

Possession of a high school diploma or a GED Certificate.

Experience

No specific type or amount of experience is required.

Special Requirements, Licenses, and Certifications

None.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EXCOFCAST

Job Code Description

Executive Office Assistant

Position Title

Executive Office Assistant

Position Code

EXCOFAST

Pay Schedule

NERE-109P